

DDA Information Session Self-Direction

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Developmental Disabilities Administration
September 18, 19, 20, and 27, 2017



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Agenda

- Introductions
- DDA Transformation Update
- Service Descriptions Updates
- Next Steps

Individual and Family Specific Assistance

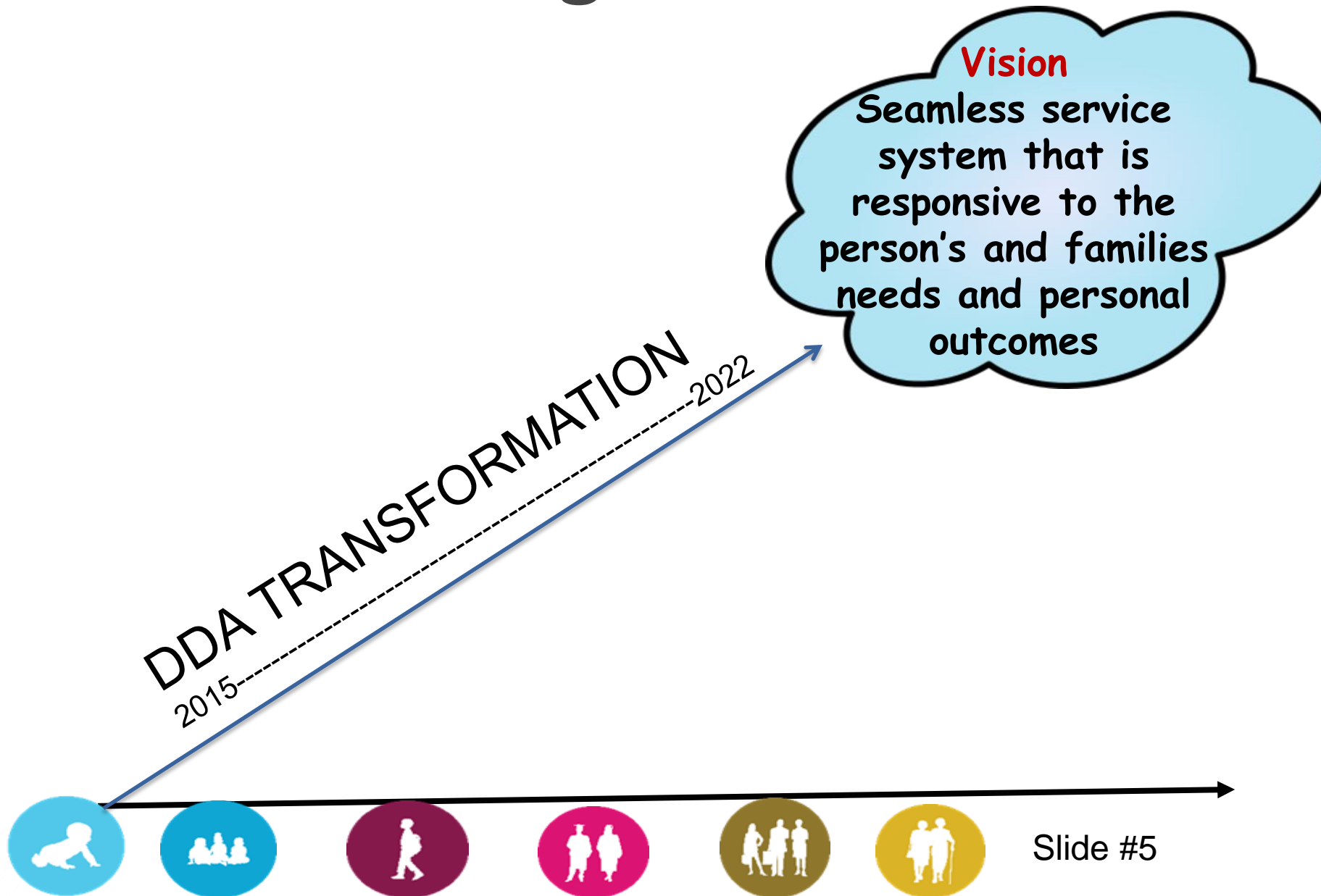
- If you have individual or family specific service delivery inquiries, challenges, or questions
 - ✓ DDA Regional Staff available to discuss privately after session
 - ✓ DDA Regional Staff will provide additional follow up as requested or needed

**we can
help**

Transformation Updates

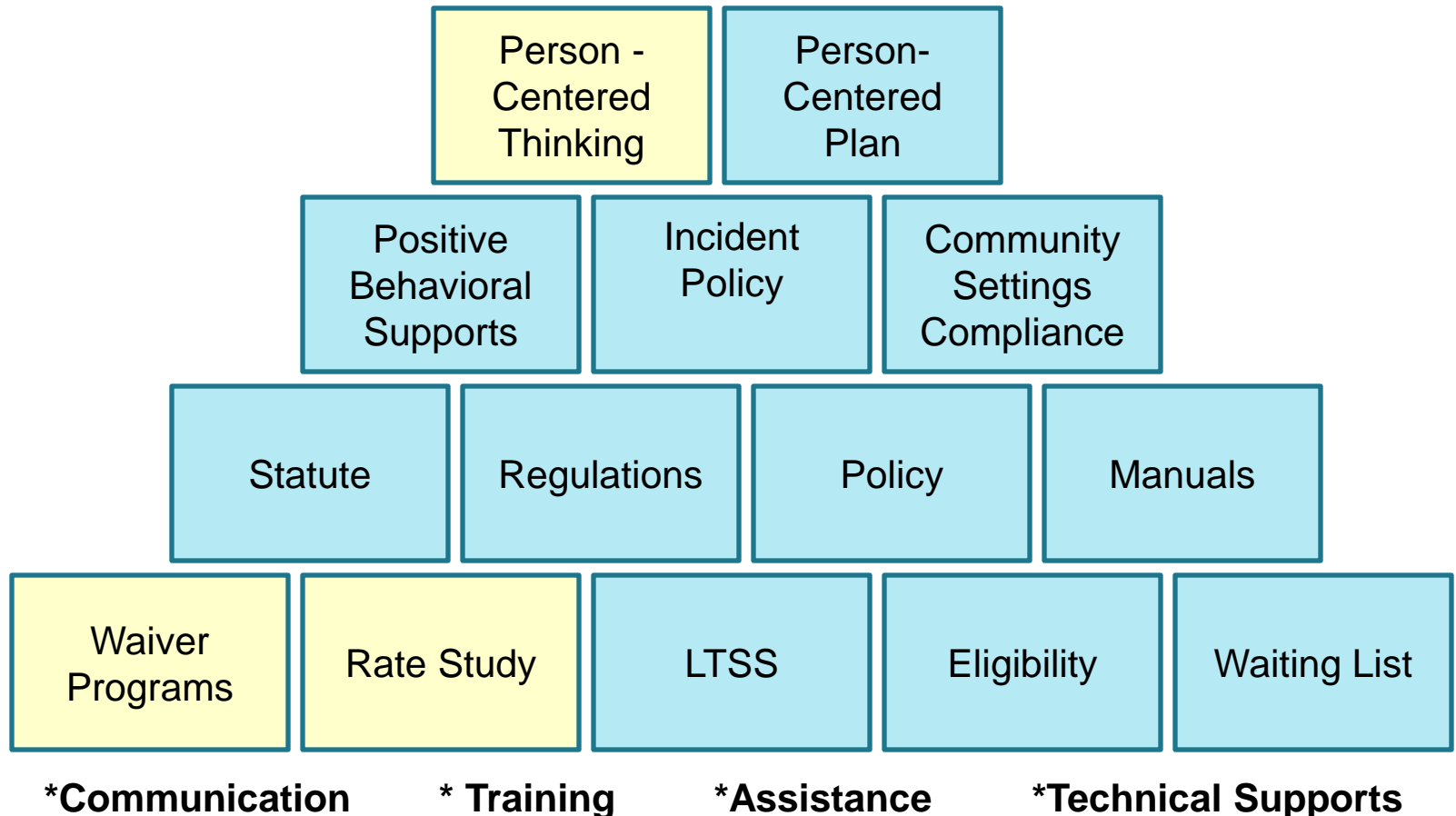


The Big Picture



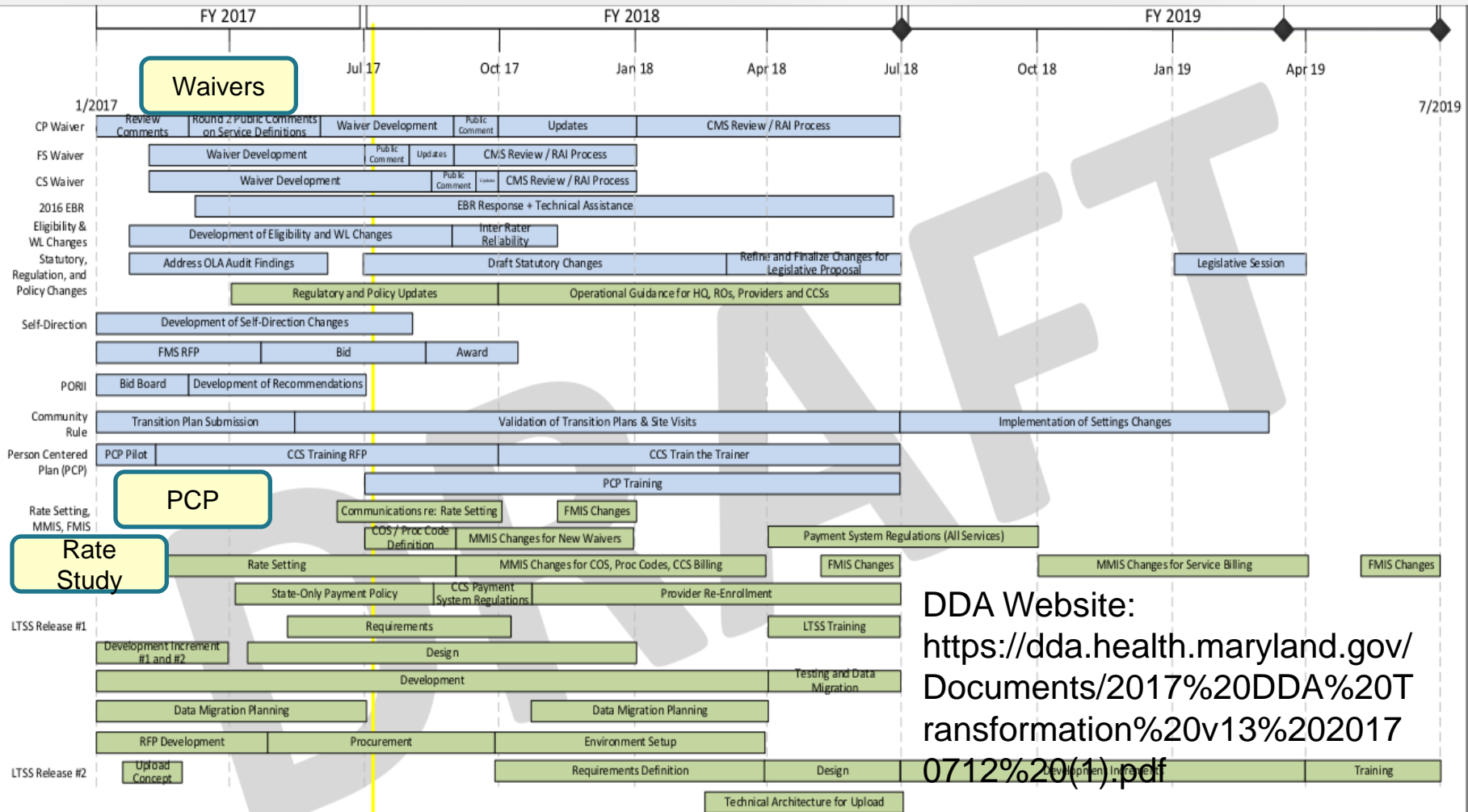
The Big Picture

Foundation Blocks



Infrastructure of our Transformation & Timeline

dda.health.maryland.gov



DDA Website:
[https://dda.health.maryland.gov/Documents/2017%20DDA%20Transformation%20v13%2020170712%20\(1\).pdf](https://dda.health.maryland.gov/Documents/2017%20DDA%20Transformation%20v13%2020170712%20(1).pdf)

Slide #7

- Client Profile / Summary
- DDA Eligibility Waiting List
- MFP Eligibility
- Placement Waves

- LTSS Release #1**
- Self-Direction
 - HCBS Waiver Application and Determination
 - Emergency Situation Form
 - Nursing Algorithm/HRST

- CCS Functionality
- SIS
- PCP Development and Service Authorization
- Letters
- Appeals

- LTSS Release #2**
- Provider Billing and Payment
 - Incident Reporting (PORI)
 - Provider Licensure and Renewal
 - Utilization Review and QR/PR Functionality
 - Individuals in Institutions

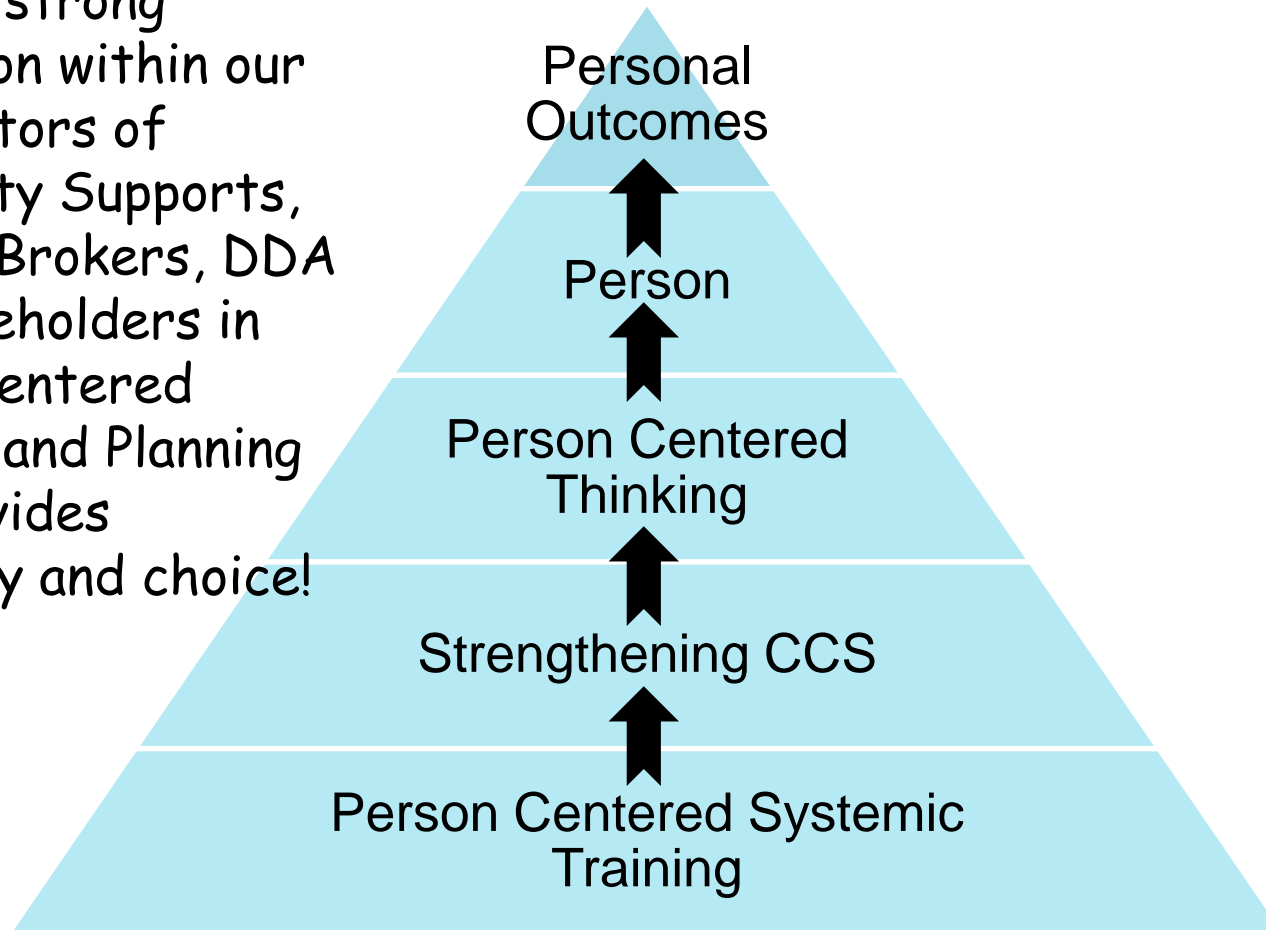
Key

Programmatic Activities

Implementation Activities

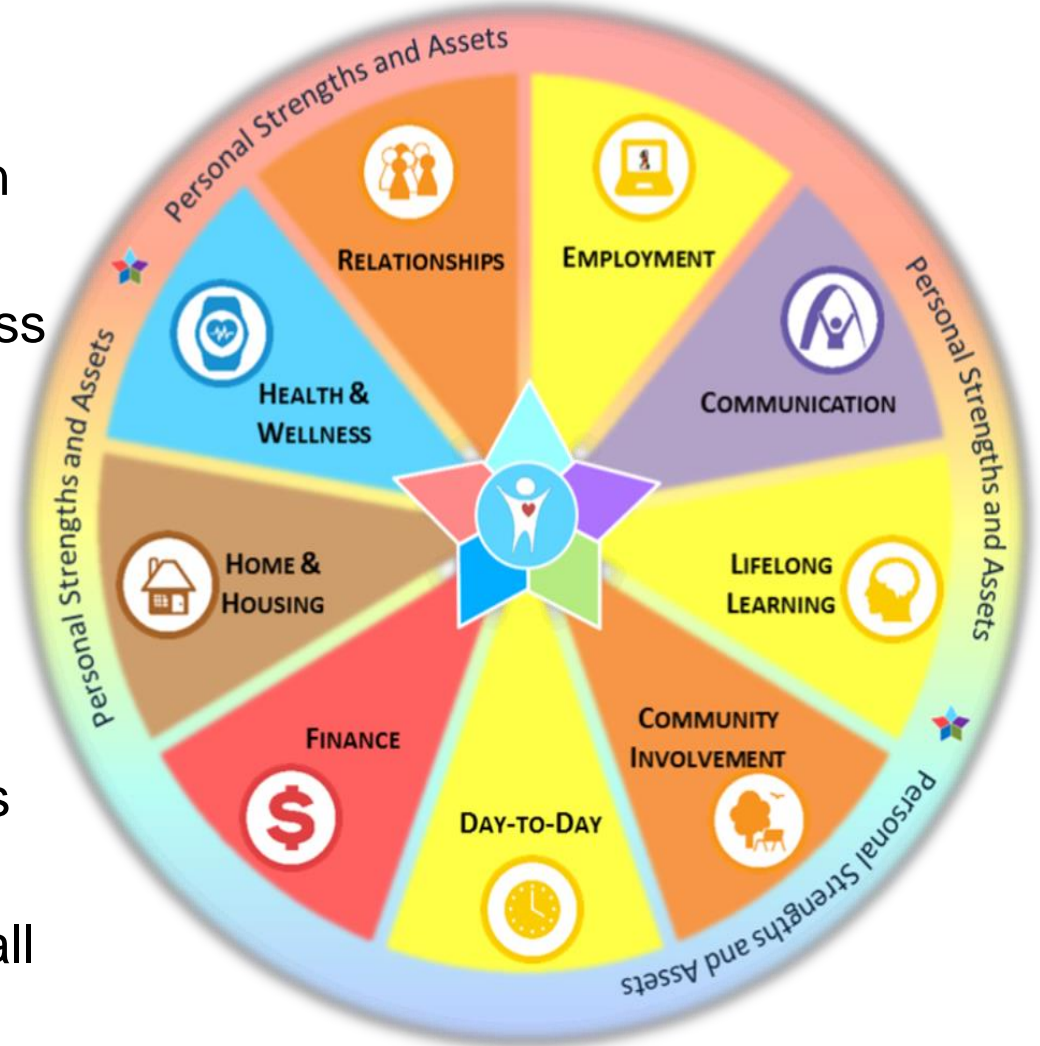
Person Centered Thinking and Planning

Create a strong foundation within our Coordinators of Community Supports, Support Brokers, DDA and stakeholders in Person-Centered Thinking and Planning that provides flexibility and choice!

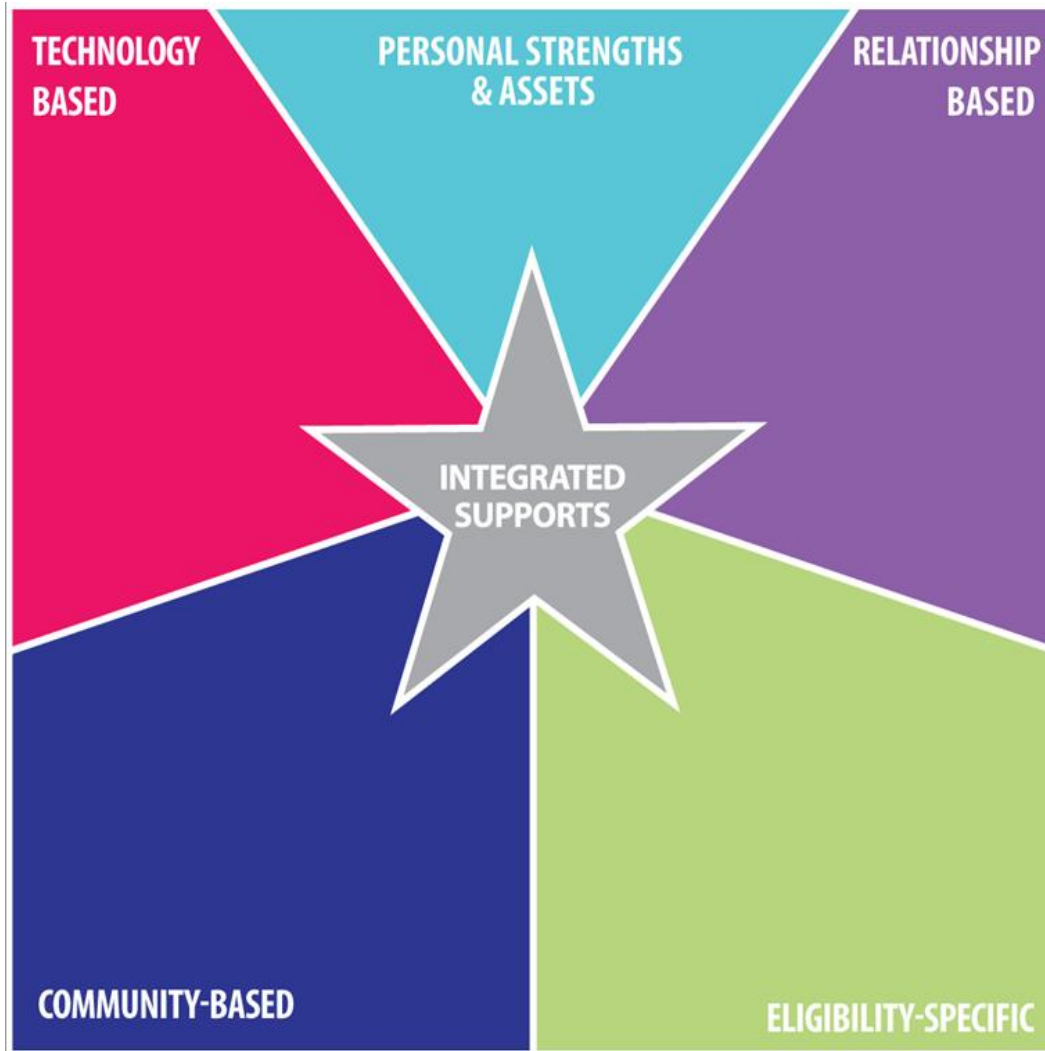


Person Centered Thinking and Planning

- The DDA is currently providing person- centered thinking training to all the CCS and then will provide training on the Person-Center Planning Process
- Additional training for participants, families, Support Brokers, providers, and DDA staff on the new Person-Centered development process and their roles and responsibilities will occur this fall and ongoing



Integrated Delivery of Supports



Explore a variety of supports to achieve personally defined goals.

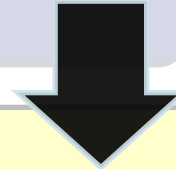
Service Description Updates

Purpose

Service Descriptions

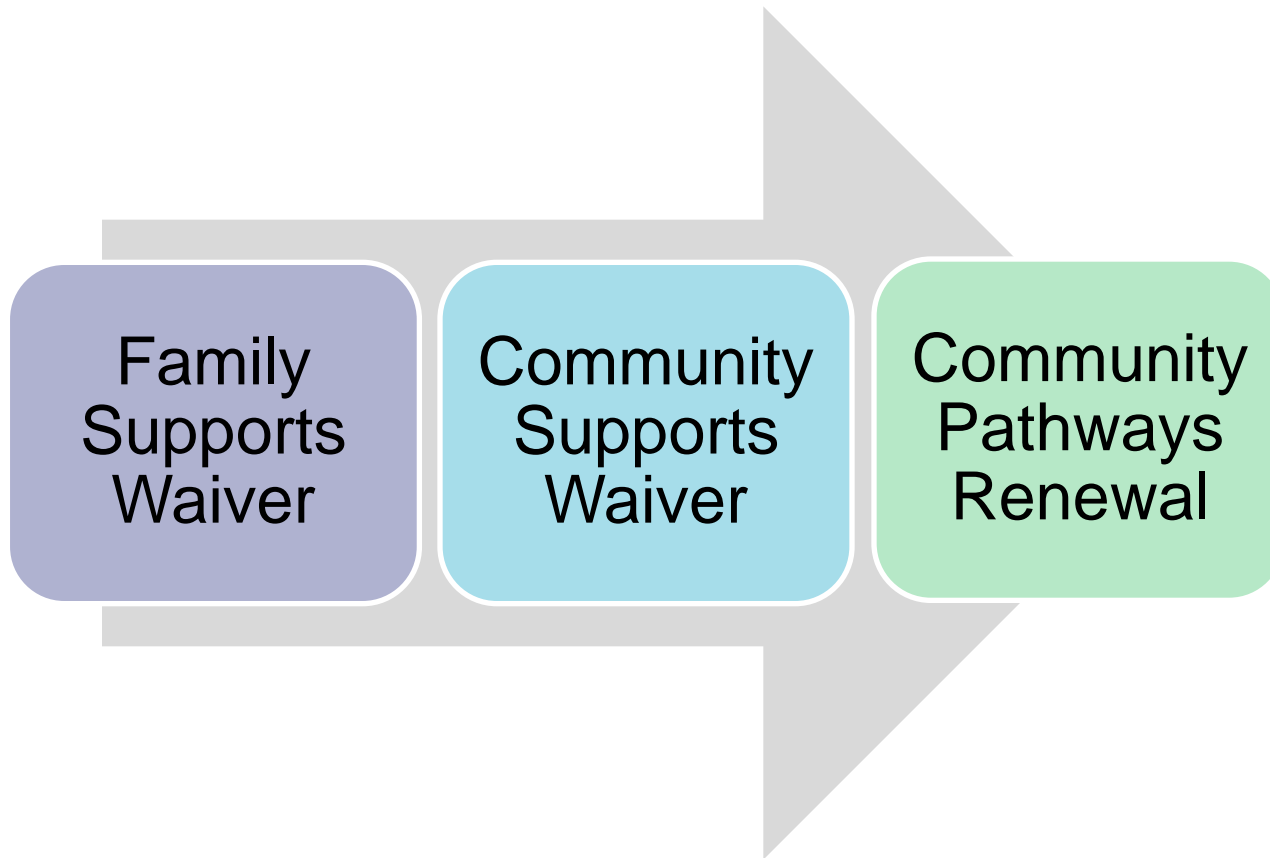


Rate Study



Public Input

DDA Waivers Service



Communities of Practice

➤ Language and service enhancements in support of:

- ✓ Employment
 - ❖ Employment Services



- ✓ Self-Direction and Self-Determination
 - ❖ New service options and models



- ✓ Supporting Families
 - ❖ New services
 - ❖ Life Course Framework



- ✓ Independent Housing
 - ❖ New Housing Support Services



Service Delivery Models

- Self-Directed Models
 1. Participant Directed
 2. Family/Representative Directed

- Traditional – Licensed or Approved Providers

- All services, with the exception of provider owned and operated licensed sites, can be self-directed

Traditional Provider Types

- Approved versus Certified or Licensed
 - ❖ “Licensed” requirement for services where provider owned and operated site/facility
 - ❖ “Approved” – all other traditional (non-self directed) community-based waiver services

DDA Approved Providers

Assistive Technology and Services	Nursing Case Management and Delegation Services
Behavioral Support Services	Participant Education, Training, and Advocacy Supports
Community Development Services	Personal Supports
Employment Services	Remote Electronic Monitoring
Environmental Assessments	Live-In Caregiver Supports
Environmental Modifications	Respite Care Services
Housing Support Services	Shared Living
Family and Peer Mentor Supports	Supported Living
Family Caregiver Training and Empowerment Services	Transition Services
Individual and Family Directed Goods and Services	Transportation
Nursing Consultation	Vehicle Modification
Nursing Health Case Management	



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General

- Language edits:
 - ✓ Active voice,
 - ✓ Standardized terms, format (as applicable), and
 - ✓ Clarify service, requirements, provider qualifications, etc.

Self-Direction Authorities

➤ Employer Authority

- ✓ The participant is supported to recruit, hire, supervise and direct the workers who furnish supports. The participant functions as the common law employer or the co-employer of these workers.

➤ Budget Authority

- ✓ The participant has the authority and accepts the responsibility to manage a participant-directed budget.

Employer Authority

➤ Services including:

- ✓ Community Development Services
- ✓ Personal Supports
- ✓ Respite Care Services
- ✓ Support Broker Services
- ✓ Supported Employment

Budget Authority including

Assistive Technology and Services	Nursing Health Case Management
Behavioral Support Services	Nursing Case Management and Delegation Services
Community Development Services	Participant Education, Training, and Advocacy Supports 
Employment Services	Personal Supports
Environmental Assessments	Remote Electronic Monitoring
Environmental Modifications	Live-In Caregiver Supports
 Family and Peer Mentor Supports	Respite Care Services
 Family Caregiver Training and Empowerment Services	Supported Living
 Housing Support Services	Transition Services
Individual and Family Directed Goods and Services	Transportation
Nursing Consultation	Vehicle Modification

Self-Direction Supports

- Coordinator of Community Services
- Support Broker Services
- Fiscal Management Service
- Advocacy Specialist



Coordinator of Community Services

- Provide supports that enable the participant to identify and address how to meet his or her needs and goals, including but not limited to:
 1. Providing information to the participant:
 - a. Support informed decisions about what service design and delivery (Self-Directed Services versus Traditional Services) will work best for participant and their legal representative(s) in accordance with their needs and goals; and
 - b. Explain roles and responsibilities in the Self-Directed Service Model and how to function as the employer;



Coordinator of Community Services

2. Assisting with:

- (i) the development of the participant's Person-Centered Plan (PCP);
- (ii) the development of the annual budget to be submitted for DDA approval; and
- (iii) information and assistance related to Support Broker and FMS options ; and

3. Monitoring that services are being delivered in accordance with the PCP and DDA-approved annual budget.



Support Brokering Services

- Support Broker Services are employer related information and assistance for a participant in support of self-direction to make informed decisions related to day-to-day management of their services and budget.
- Transitioning from Waiver Service to an Administrative Service



MySupport
BROKER

Support Brokering Services

- Information may be provided to participant about:
 - ✓ Roles and responsibilities and functioning as the common law employer;
 - ✓ The process for changing the person-centered plan and budget;
 - ✓ The grievance/complaint process;
 - ✓ Risks and responsibilities of self-direction;
 - ✓ Policy on Reportable Incidents and Investigations (PORII);
 - ✓ Free choice of staff/employees;
 - ✓ Individual rights; and
 - ✓ The reassessment and review schedules.



Support Brokering Services

- Assistance, if chosen by the participant, may be provided with:
 - ✓ initial planning and start-up activities;
 - ✓ practical skills training (e.g., hiring, managing and terminating workers, problem solving, conflict resolution);
 - ✓ development of risk management agreements;
 - ✓ recruiting, interviewing, and hiring staff;
 - ✓ staff supervision and evaluation;
 - ✓ firing staff;
 - ✓ participant direction including risk assessment, planning, and remediation activities; and
 - ✓ Monitoring and managing the budget.



Fiscal Management Services

- Fiscal Management Services (FMS) purposes include:
 - ✓ To address federal, State and local employment tax, labor and workers' compensation insurance rules and other requirements that apply when the participant functions as the employer of workers; and
 - ✓ To make financial transactions on behalf of the participant when the participant has budget authority.



Fiscal Management Services

- FMS assists the participant or legally authorized representative to:
 - ✓ Manage and direct the disbursement of funds contained in the participant-directed budget;
 - ✓ Facilitate the employment of staff by the participant or legally authorized representative, by performing as the participant's agent such employer responsibilities as verifying provider qualifications, processing payroll, withholding federal, State, and local tax and making tax payments to appropriate tax authorities; and
 - ✓ Perform fiscal accounting and make expenditure reports to the participant or family and State authorities.



Fiscal Management Services

Employer Authority tasks such as:

- Assisting the participant in verifying workers' citizenship or legal alien status (e.g., completing and maintaining a copy of the BCIS Form I-9 for each support service worker the participant employs);
- Assisting the participant to verify provider certifications, trainings and licensing requirements;
- Conducting criminal background checks;
- Collecting and processing timesheets of support workers;
- Operating a payroll service, (including process payroll, withholding taxes from workers' pay, filing and paying Federal (e.g., income tax withholding, FICA and FUTA), state (e.g., income tax withholding and SUTA), and, when applicable, local employment taxes and insurance premiums; and
- Distributing payroll checks



Fiscal Management Services

Budget Authority tasks such as:

- Acting as a neutral bank, receiving and disbursing public funds, tracking and reporting on the participant's budget funds (received, disbursed and any balances);
- Maintaining a separate account for each participant's participant-directed budget;
- Tracking a participant funds, disbursements and balancing participant funds;
- Processing and paying invoices for goods and services approved in the service plan; and
- Preparing and distributing reports (e.g., budget status and expenditure reports) to participants, DDA, and other entities as requested.



Regional Advocacy Supports

- Support to people self-directing services
- Build relationships with self-advocates, self-advocacy groups and providers
- Support other self-advocates to learn about and understand DDA services
- Coordinate and conduct trainings



Here to help



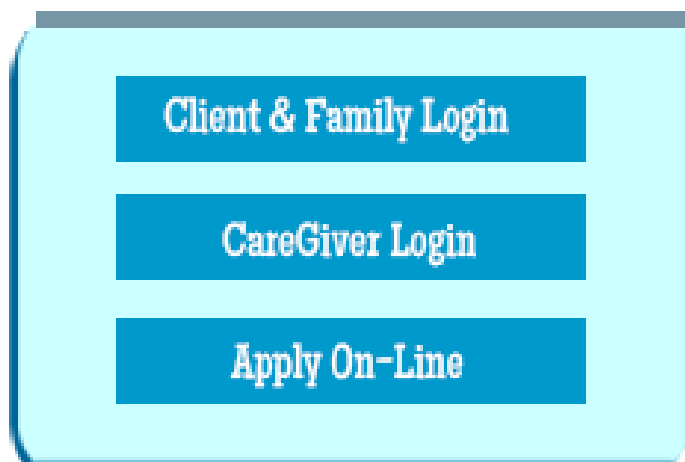
Recruitment Support

➤ Dedicated funding to support the recruitment of staff such as:

- ✓ Developing and printing flyers
- ✓ Accessing Staffing Registries



Log In



Next Steps

- Updated Service Descriptions will be posted to the DDA website by October 2, 2017
- Rate Study Town Hall Meetings – end of October 2017
- Public Comment Period – November 2017
- State review of input for consideration of final revisions – December 2017
- Waiver Application Submission to CMS – January 2018

Question

